



## COVID-19 Emergency Operations Center

SOP No: MS-190

Date of Last Revision: 04/17/22

# Standard Operating Procedure MLK Pharmacy Rx Pickup for Multiple Sites

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**Subject: Picking Up Rx at MLK Pharmacy for Medical Shelter Sites**

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## 1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management on how to pick up prescriptions at the MLK Pharmacy for Medical Shelter sites. The Medical Shelter sites have existing county relationships coordinated via Medical Sheltering Providers and Charge RN.

## 2. Contacts

**MLK Pharmacy**  
MLK Outpatient Pharmacy  
1680 E. 120<sup>th</sup> St.  
Los Angeles, CA 90059

**Pomona Charge Nurse:**  
Dayana cell: 909-743-9936

**Willow Tree Charge Nurse:**  
Blue cell: 949-656-5126

## 3. Procedures

### • RX PICKUP INSTRUCTIONS:

- 1) Park and show badge to enter pharmacy
- 2) When called up, let pharmacist know that you are picking up for Pomona and Willow Tree (Compton). They will want to see your badge.
- 3) Ask them for a paper bag if they don't offer you one starting out. Make sure it is labeled with the site you are dropping off to if you have more than one delivery.
- 4) You'll need to sign a for each rx you're picking up. I choose "Other" for relationship, sign and then hit "Next" on the screen. After you receive all of

the RXs, I ask for a printed copy of the list they received to put in bag with Rx.

- 5) After I get the RX, I'll text the Charge Nurse to let them know that I
- a.) have their Rx and am headed to them to deliver, or
  - b.) the pharmacy didn't have their Rx so I'll check back at pharmacy next day to pick up anything missing.

- **LOGISTICS ROUTE**

Plan the route based off traffic patterns. Try to be en route to Pomona before 2:30p otherwise you'll be in traffic for 2 hours. The route that is preferred is: MLK to Willow Tree to Pomona.

*Reference Maps below.*

#### 4. Site Addresses

SITE	ADDRESS
<b>Pomona Sheraton Fairplex</b>	601 W. McKinley Ave. Pomona, CA 91768
<b>Sherman Hotel - Sherman Oaks</b>	15485 Ventura Blvd, Sherman Oaks, 91403
<b>Holiday Inn - Long Beach</b>	
<b>Willow Tree Inn - Compton</b>	1919 W. Artesia Blvd. Compton, CA 90220
<b>Vagabond Hotel - DTLA</b>	3101 S Figueroa St, Los Angeles, CA 90007
<b>Union Rescue Mission - DTLA</b>	545 San Pedro St. Los Angeles, CA

## 5. Maps



